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FF 2/1974

MEMORANDUM FOR: Deputy Director for Management and Services

**SUBJECT : Office of Personnel Report -- Week Ending
1 February 1974**

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1. Minority Recruitment:

recruiter, has contacted Miss Marie Davis, who is with the Civil Service Commission in San Francisco. Miss Davis is in charge of the Minority Talent Bank which covers minority applicants in the western region. She will send us all resumes submitted which indicate at least a bachelor's degree. has also contacted Miss Ruth Kowalski, who is with the Federal Job Information Center in San Diego. She will also screen out resumes on minority group applicants and will send them to especially those on black applicants.

2. Successful Recruitment Trip:

recruiter, visited Penn State University at the State College campus last week and had 87 applicants (mixed bag).

3. Engineers for Logistics:

went to Penn State University at the Harrisburg Campus this week to interview industrial and mechanical engineers for the Office of Logistics. Accompanying him was Logistics Officer. very carefully described the duties that would be involved if one worked as an engineer in the Office of Logistics. This resulted in a considerable number of applicants declining to submit papers. However, he anticipates approximately six applications from this visit and we have saved a considerable amount of time by not recruiting individuals who are unwilling to accept the kinds of jobs that the Office of Logistics has for engineers.

4. Co-Op: Spelman College, a school for black girls in Atlanta, has just sent out an announcement regarding their recently initiated co-op program. This will be of particular interest to OER because the school has an excellent economics program.

5. Special Processing: Yesterday we submitted a request and received full security clearances on His medical clearance is in process.

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6. PDP: We continued our work with the various Directorate representatives to obtain and consolidate Directorate PDP submissions for D/Pers' upcoming briefing of the CIA Management Committee.

7. PASG: We continued to work on the implementation of PASG recommendations as approved by the Management Committee.

8. Fine Arts Objects: We have been advised that the Chairman of the Fine Arts Commission objects to the installation of a supplemental map, showing a 55 mile radius from the White House, for the car pool locator. We are exploring the possibility of redesigning the current car pool locator map to include a 55-mile radius concept.

9. Allowances: We have been advised by the Allowances Staff of the Department of State of a possible minor change in the quarters allowance section of the Standardized Regulations. In essence, the change would authorize less than the maximum quarters allowance when the quarters actually cost the employee under the maximum. The State Department heretofore, has been paying the employee the maximum.

10. Rehired Annuitants: During the week I approved the following retired annuitant case for the Directorate of Management and Services:

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Also, the following retired annuitant was terminated:

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 --O/DDM&S--Independent Contractor.

11. Position Management:

a. The merger of the DDI Planning Staff and Admin Staff into a new Management Staff has been completed and a Staffing Complement Change issued.

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b. A discussion has been held with the EA Personnel Officer on probable timing for the survey of the EA field stations. This survey has been postponed several times in the past because of operational reasons, war, etc. It appears that it may be scheduled for late August or September 1974.

c. The survey of WH Division Headquarters was initiated with the auditing of positions [REDACTED] We plan to begin the field survey of WH Division in April or May.

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d. The audit phase of the Office of Research and Development survey has been completed and a survey report is in process of development.

12. External Employment: We are now following up on various company contacts made in North Carolina and Washington, D. C.

Initial contact was made with the President of International Business Forms Industries. That individual is also President of the Washington Society of Association Executives, a national organization of approximately 700 executives. The meeting was most productive and we were offered cooperation from both organizations.

13. Prospective Retirees Respond: Employees are beginning to respond to the recent five year letters and are seeking appointments for retirement counseling.

14. Suggestion Awards: The Executive Secretary/Suggestion Awards Committee met with Mr. Frank Stafford, the senior Incentive Awards Officer for the Department of Navy, whose activity involves 70,000 personnel, to discuss latest views and experiences relative to Special Achievement and Performance Awards to scientists and engineers in the Navy.

15. Savings Bonds: A representative of the Division attended a luncheon of the Interdepartmental Savings Bonds Committee at the Army and Navy Club (downtown). The gathering was for the purpose of stimulating interest in the forthcoming Savings Bond Campaign to be held during May.

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Things to Come

1. Continue work on the implementation of PASG recommendations.
2. Continue to follow up further with Directorate representatives to obtain their PDP submissions and consolidate them for D/Pers' briefing presentation.
3. Continue Position Classification Survey activities.
4. Prepare for blood donor day. A total of 239 employees have signed up to donate blood on 5 February 1974.



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Acting Director of Personnel

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OD/Personnel/[REDACTED]:kmd (1 Feb 74)